

The KGB

(K-State Gamers Board)

Constitution

Article I: NAME AND PURPOSE

Section 1. This organization shall be known as The KGB.

Section 2. The purpose of this organization shall be to bring together people from different majors and members of the surrounding community to socialize and interact in a healthy and safe environment. This is a positive tool for relieving academic stress, making new friends, and getting hands-on education with computer technology.

Article II: MEMBERSHIP (Agents)

Section 1. Membership shall be open to everyone who attends open meetings and/or signs up through The KGB website. Therefore, membership is not restricted to KSU-S students, staff, and faculty. All members are encouraged to make a minimal donation to off-set the cost of open meetings.

Section 2. Club membership entails abiding by established rules and policies as outlined on the club web site. Club members who violate said guidelines shall receive a verbal warning upon the first violation (unless it is a serious violation, such as liberating equipment from fellow members). Club members who chronically violate the established guidelines run the risk of being either temporarily or permanently removed from membership of the club; any decision of this nature shall be made by all officers in conjunction with staff/faculty advisors.

Article III. OFFICERS (Special Agents)

Section 1. The officers of this organization shall be: Director, Public Relations, Tech Support, Web Master, Secretary, and Treasurer. The Public Relations officer shall have the authority to appoint and oversee committees for Communications and Sponsors. All officers shall be currently enrolled KSU-S students in good academic standing.

Section 2. Designation of officers shall follow an appointment process. Interested parties will be encouraged to apply in the fall semester and during that semester, their fitness to the office will be monitored by all officers. New

officers shall be officially appointed the next spring semester. In situations wherein there are multiple fit candidates for an office, the decision shall be made by an internal vote of the existing body of officers.

Section 3. Duties of the officers are as follows:

Webmaster

The role of webmaster for the KGB is to maintain the virtual entity of the club. The Internet happens to be the greatest medium of advertisement, communication, and publicity because of the nature of the club. Thus, it is vital that KGB has an online presence.

Required Skills:

- HTML/JavaScript/Web Design
- PHP
- FTP

Recommended Skills:

- management & administration (of Forums/Message Boards)

Duties:

- troubleshooting and interface with web host as necessary
- upgrades
- oversight of thread moderators

Treasurer

The role of the treasurer is to keep track of all funding and monies for the KGB. This includes money raised by the club and money allocated from SGA. The treasurer will be responsible to make sure all monies are accounted for and spent appropriately. The treasurer shall work closely with the KGB director and staff/faculty advisors. This office, along with the Director and staff/faculty advisors shall have the ability to authorize spending of club funds.

Required Skills:

- book-keeping and accounting

Recommended Skills:

- public speaking

Duties:

- maintain KGB financial records
- be fully aware of all incurred KGB expenditures
- ensure accuracy between KGB financial records and Student Life records
- organize fund-raising events
- oversight of providing snacks to all agents at open meetings

Tech Support

The role of tech support is to ensure the smooth technical operation of all club meetings. This includes set-up, take down, storage, and maintenance as necessary. The tech support officer will know exactly what technical equipment & tools the KGB has and needs. As the technical aspect of the KGB is of the most basic aspects of the KGB, this officer will perform a vital role in the operation of the club and as such, it is expected that this officer will have gained quality education regarding the specifics pertinent to the office.

Required Skills:

- ability to interpret or design power schematics of utilized venues for club meetings
- working knowledge of power systems
- working knowledge of networking systems
- troubleshooting power and networking systems

Recommended Skills:

- ability to research and evaluate new technical systems and tools the KGB could use

Duties:

- assist with set-up and takedown of technical equipment at all KGB meetings
- maintain working systems during all KGB meetings (assist with set-up of agents as necessary, troubleshoot as necessary—though this is generally expected of all Special Agents)
- perform maintenance as necessary on all KGB equipment
- be appraised of new equipment for possible KGB use

Public Relations

The role of the public relations officer is to ensure and promote a positive image of the KGB with the local community, with KSU-S, and with the gaming community in general. This officer shall also be responsible for club recruitment and assist the KGB director with any internal conflicts that arise within the KGB. This office has wide and varied duties and will experience varying levels of work demand at different times. Due to these unique challenges, the public relations officer shall have the ability to form committees for assistance as necessary and as determined following consultation with the KGB director and/or staff/faculty advisors.

Required Skills:

- public speaking
- negotiation and problem solving skills
- social networking and communications in varied media
- ability to design promotional flyers
- ability to form committees, delegate assignments appropriately, and work in small groups
- ability to use digital cameras, video recorders, etc.

Recommended Skills:

- conflict mediation
- familiarity with various computer programs to design flyers and promotional materials

Duties:

- appointment and oversight of communications committee
- appointment and oversight of sponsorship committee
- ensure promotion of club meetings
- generate and distribute promotional materials
- interface with various KSU-S staff and SGA to promote/maintain the KGB public image (video bulletin board, representation at NSO, etc)

- assist KGB director and/or staff/faculty advisors in conflict resolution as necessary
- maintain an accurate working knowledge of club membership and recruitment
- form ad hoc committees as necessary for assistance; oversight of said committees
- ensure photos are taken of prize winners at open meetings

Secretary

The role of the secretary is to maintain accurate minutes of all KGB business meetings.

Required Skills:

- note-taking and word processing
- organization of paperwork and other records

Recommended Skills:

- use of photocopy machines

Duties:

- take notes at all KGB business meetings; or ensure arrangements for this to take place in their absence
- maintain accurate and organized record of all minutes and other necessary materials (e.g. parental consent forms)
- ensure all Special Agents/Officers have access to records
- maintain records of major prize winners at open meetings

Director

The role of the KGB director is to oversee the general operations of the club as a whole. The director will ensure that the club constitution is appropriately implemented. It is important that the director refrain from micro-managing the club and provide all Special Agents the autonomy and support to accomplish their duties. It is assumed the director will fulfill this role in such a manner that an overall air of equality, flexibility, and group decision making exists in the KGB as much as possible. The director should have familiarity and a good working knowledge of all aspects of the KGB.

Skills and Duties: Due to the nature of this office, the skills and duties are too varied to specify. The director shall maintain a working relationship with Special Agents, Agents, and staff/faculty sponsors and will serve as both resource and moderator to ensure all aspects of club operation run smoothly. The director shall ensure that appropriate facilities are reserved prior to both open and closed meetings. While the directorship implies ultimate responsibility for club operation, it is assumed that he/she will be willing to assist any and all club members in any fashion he/she feels competent to perform (that is to say, the director shall direct by serving, not ordering). The design of the KGB is such that when all Special Agents have the support and guidance to fulfill their assigned obligations, the club will 'run itself' thus reducing the burden of this office on the director. Lastly, it is important that the director establish/ensure club participation as a fun, healthy, and rewarding experience for all involved.

Article IV: DUES

Section 1. Dues are based solely on donations.

Article V: MEETINGS

Section 1. LAN Meetings: LAN Meetings are whenever the officers feel there is a lull in the academic semester and an open meeting would be appropriate in consideration with other scheduled campus activities. When a time and place is decided upon club members are contacted via email, web site announcements, and/or signs around campus publicizing the event. All club members in good standing may attend an open meeting. Order of business for meetings will be setup, preparation, interaction or playing, and clean up.

Section 2. Any club member under 17 years of age must have a completed KGB Parental Consent form upon entrance to the meeting. All attendees must have the Release of Liability form completed upon entrance to the meeting.

Section 3. There will be a minimum of two meeting per semester unless there are unforeseen circumstances. The officers have the discretion to call more than two meetings per semester.

Section 4. The LAN Meetings do not have a set quorum. If there is a closed meeting (open only to the officers), a 2/3 quorum is required to conduct a business meeting.

Section 5. Any and all materials that are used at the meetings will assume to be used as stated in any agreements or other legal documents that accompany the materials.

Section 6. Open Meetings: Open Meetings will be held as frequently as deemed necessary by the club officers. These meetings shall be open to all agents and interested parties to discuss general club business. These meetings do not incorporate any LAN activities.

Article VI: COMMITTEES

Section 1. The communications officer shall appoint a committee for communications (announcer/dj for open meetings) and a committee for sponsorship. At the discretion of the communications officer, these committees can be either standing or ad hoc.

Article VII: AMENDMENTS TO THE CONSTITUTION (& By-LAWS)

Section 1. Changes to the constitution require advance notice to all of the chairs and must be discussed before the action is heard in the organization's meetings.

Amendments must be read to the entire organization at which time the organization's members will have until the next meeting to process the information and suggest changes. Changes will take place at the following meeting with a majority vote for the changes. The final form of the amendment then must pass with a 2/3 majority in order to ratify the constitution.

Section 2. Changes to the by-laws follow the same procedure as changes to the constitution; however, it will only take a majority vote to pass by-law changes.

Section 3. Any amendment to the by-laws or constitution that is considered, and may be found to be moved to special action can go through in one meeting. Items must be pressing and must in some form hinder the group unless passed immediately, the decision of which is left up to the officials of the organization.

The before stated document is the Constitution of The KGB and took effect upon the signature of the Director on the date signed below.

Director: _____ Date: _____

Advisor: _____ Date: _____